



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR STAFF ANALYST
Posting Number	(grant-funded) 109677
Department	MAYOR
Division	OFFICE OF PUBLIC SAFETY & DRUG POLICY
Section	HOMELAND SECURITY
Reporting Location	900 BAGBY, 2 <sup>ND</sup> FLOOR
Workdays & Hours	M - F, 9 a.m. - 6 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Coordinate Homeland Security planning and strategy implementation activities associated with the Urban Area Security initiative grant programs, investigating and making recommendations to address issues of high complexity and sensitivity.
- Serve as a team lead and coordinate implementation of various special projects towards local and regional goals and objectives.
- Liaison with representatives from contiguous jurisdictions, community-based organizations and other stakeholders.
- Represent the Mayor’s office and attends various meetings.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has individual discretion about walking, standing etc. within an essentially normal office environment.

**MINIMUM EDUCATIONAL REQUIREMENTS**

A Bachelor’s degree in Business or Public Administration, Criminal Justice or a related field is required.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of professional administrative, financial or analytical experience is required.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Drivers License and compliance with the City of Houston policy on driving (AP 2-2)

**PREFERENCES**

Preference will be given to applicants with excellent written and oral communication skills; knowledge of homeland security programming; and coordination of activities involving multiple jurisdictions and disciplines.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☒ Yes    ☐ No

If yes, this position is subject to random drug testing; if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range - Pay Grade 28**  
\$1,777 – \$2,592 Biweekly      \$46,202 – \$67,392 Annually

**OPENING DATE**                      April 5, 2006

**CLOSING DATE**                      Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. For application status inquiries, please call (713) 247-2212. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9471.

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